

The Harrowby/ National Academies Trust

“Aim High BELIEVE, Fly High ACHIEVE”



Trust

“Those who trust in the Lord will become strong again. They will be able to rise up and soar like an eagle in the sky.”
Isaiah 40 v31

Friendship

“A friend loves at all times and is always there to help.”
Proverbs 17 v17

Forgiveness

“Be kind, be humble, gentle and patient. Forgive each other.”
Colossians 3 v13

Wisdom

“Listen to advice and accept correction. Then in the end you will be wise.”
Proverbs 19 v20

Endurance

“I can do all things through Christ because he gives me strength.”
Philippians 4 v13

Peace

“The Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”
Galatians 5 v22-23

Date Reviewed	March 2021
Date of Next Review	March 2022

THE HARROWBY/NATIONAL ACADEMIES TRUST

ADMISSIONS POLICY 2022-2023

Harrowby Church of England Infant School and The National Church of England Junior School form The Harrowby/National Academies Trust, which is a provision made by the Church of England to serve the whole community. The Trust schools offer a Christian based education to all children, grounded in the Diocesan vision of excellence, exploration and encouragement within the love of God.

The Published Admission Number (PAN), which is the number of places available in each year group agreed by the Board of Trustees, is Harrowby Church of England Infant School 60 and The National Church of England Junior School 128.

Admission to Harrowby Church of England Infant School as a nursery pupil is in September following a child's third birthday, when they are able to access a full-time place if required.

Admission to Harrowby Church of England Infant School as a reception pupil is in September following a child's fourth birthday, when they are entitled to a full-time place. Parents/carers may defer entry to the school until later in the year if they wish, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made (whichever is the sooner). Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents interested in deferring admission or arranging part-time attendance must do so in writing to the Board of Trustees.

Admission to The National Church of England Junior School is in the Autumn Term following a child's seventh birthday. Parents/carers are required to complete a KS2 transfer through the Local Authority.

Admissions are determined by the Board of Trustees. For the main admissions round there is a legal requirement to comply with the co-ordinated admissions scheme, which is administered by Lincolnshire County Council as the Local Authority (LA). Parents resident in Lincolnshire can apply online at: www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone or ask for a hardcopy application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. The schools will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

For entry in September we will allocate places to parents who make an application before we consider any parent who has not made one.

The Board of Trustees will first meet their legal obligations to children with an Education, Health and Care Plan (EHCP) (Children and Families Act 2014) where the school is named.

The following priorities will be applied for admission to Harrowby Church of England Infant School and The National Church of England Junior School in the order they are set out below:

1. Looked after children and all previously looked after children*
2. Siblings or Step siblings* attending Harrowby Church of England Infant School, Little Gonerby Infant School or The National Church of England Junior School at the time of application, or who will be attending the school at the expected time of admission.
3. Children of Staff at the School
 - (a) Where the member of staff has been employed at the Trust for two or more years at the time the application for admission is made, **and/or**
 - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. For entry to The National Church of England Junior School, attendance at one of the two feeder schools (Harrowby Church of England Infant School or Little Gonerby Church of England Infant School).
5. The distance from school. This will be measured in a straight line as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council School Admissions Team from the Post Office Address Point of the home to the Post Office Address Point of the School.

For entry in Reception year, any applications received after the closing date will only be considered after those received by the closing date. For each added child, the list will be ranked again in line with the Trust's admission criteria.

Oversubscription

If the school is oversubscribed, the Board of Trustees maintain a reserve list. Offers of places to families on the reserve list are made according to the criteria given above, as and when spaces become available. Names can move down the list if someone applies and is higher placed under the oversubscription criteria. For the intake year, the list is kept by the Local Authority School Admissions Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

In the event of a tie-breaker, i.e. if two or more children are tied for the last place, a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority. This applies within each category.

The Board of Trustees has the right to investigate any concerns they may have with respect to the accuracy of information provided by parents/carers and to withdraw an offer of a school place if there is evidence that a parent has made fraudulent claims, eg concerning parental responsibility or place of residence. We reserve the right to check any address and other information provided so that we can apply the oversubscription criteria accurately and fairly.

Parents/carers who are not offered a place for their child have a right to appeal to an Independent Appeal Panel under the 2002 Education Act. Parents wishing to appeal should make a request in writing to the Clerk to Trustees at the school address. The letter requesting an appeal should reach the Clerk to Trustees within 20 school days of the date of notification of the decision.

Mid-Year Admissions

The Board of Trustees will accept mid-year admissions if there are places. If there are more applications than places then the oversubscription criteria will be applied. If there are no places parents/carers will be told of the Independent Appeals system. Parents can apply online at www.lincolnshire.gov.uk/schoolsadmissions or call 01522 782030 for a paper form.

Admission of Children outside their Normal Age Group

Parents/carers should contact the LA in the first instance to seek a place for their child outside of their normal age group, eg if a child is born in the summer the parent/carer may choose not to send their child to school until the September following their fifth birthday. The LA will inform the school and the Board of Trustees will make a decision on the basis of the circumstances of each case and in the best interest of the child concerned. This will include taking into account the parents/carers views, information about the child's academic, social and emotional development and where relevant, their medical history and views of a medical professional. Parents/carers will be clearly informed of the reasons for the decision reached. Where granted, the child will be considered for a place in the relevant age group.

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the Board of Trustees will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

It is the Trust's policy that service children will not be disadvantaged and the Board of Trustees will not refuse a service child a place because the family does not currently live in the area.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The trustees will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria.
- The prejudice from admitting an extra child would be excessive.

The trustees have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

Fair Access

The Government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example children who have been permanently

excluded, to be given a place before any oversubscription criteria is applied and before anyone is considered from the reserve list. The schools in the trust will participate in the Fair Access protocol of Lincolnshire County Council.

For the purpose of this Policy, the Board of Trustees use the following definitions:

* **By 'Looked after children' we mean:**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

* **By 'Sibling/Stepsibling' we mean:**

Sibling – each of two or more children having one or both parents in common.

Step Sibling – a child who lives in the same property as another child but does not have a parent in common.

In the case of multiple birth children they will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

** **By 'Home address' we mean:**

The address where the child lives for the majority of the school term time with a parent/carer who has parental responsibility as defined in the Children Act 1989 and a parent includes a person who is not a parent but who has responsibility for him/her. This could include a pupil's carer(s) but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority that, by law, a parent of a child has in relation to the child and his/her property. Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parents choice.

This Policy has been drawn up by the Board of Trustees of The Harrowby/National Academies Trust. Before finally determining the Policy the Board of Trustees consulted with the LA in accordance with the provisions of the Education Act 2002.

